



**CITY OF GRAND RAPIDS**  
invites applications for the position of:  
**ASSISTANT CITY  
ATTORNEY I**

---

**SALARY:** \$27.88 - \$35.58 Hourly  
\$58,000.00 - \$74,003.00 Annually

**OPENING DATE:** 10/03/17

**CLOSING DATE:** 10/17/17 11:59 PM

**NATURE OF WORK:**

This is beginning professional legal work of a varied nature performed in the Law Department under the supervision of the City Attorney. The work involves research on legal problems; investigation of the facts relative to claims and law suits against the City; preparation of lawsuits for trial. Work is done under general directions except that under unusual circumstances detailed instructions are given by a superior.

To view the full job description, click [HERE](#).

**MINIMUM TRAINING AND EXPERIENCE:**

Graduation from law school.

**OTHER NECESSARY QUALIFICATIONS:**

Possession of a license to practice law in the State of Michigan.

**OTHER INFORMATION:**

The current opening is in the Enforcement Division of the City Attorney's Office. Specifically, this position involves the City's prosecutorial duties and assists with the prosecution of civil infractions and misdemeanors issued pursuant to the City Code. It is expected that an employee serving in this role will report to the Director of Legal Affairs and assist with criminal matters tried in the 61st District Court and the Circuit Court Family Division.

**THIS POSITION IS OPEN TO THE GENERAL PUBLIC**

Salary Range: 13U

**PLEASE NOTE:** All communication regarding this position will be done via email. It is your responsibility to ensure that your email address is up-to-date on your account profile.

If you are submitting an application that was used for job openings in the past, please make sure your information is current before submitting for this or other opportunities.

**\*\*SHOULD AN APPLICANT NEED ANY DISABILITY RELATED ACCOMMODATION OR OTHER CONSIDERATION IN THE APPLICATION OR SELECTION PROCESS, PLEASE NOTIFY THE HUMAN RESOURCES DEPARTMENT.\*\***

---

APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.grcity.us/human-resources/Pages/default.aspx>

300 Monroe Ave, NW  
8th Floor, Room 880

Position #683 - 1017  
ASSISTANT CITY ATTORNEY I  
AP

Grand Rapids, MI 49503-2206  
(616) 456-3176

[jobs@grcity.us](mailto:jobs@grcity.us)

---

### **ASSISTANT CITY ATTORNEY I Supplemental Questionnaire**

- \* 1. Are you currently licensed to practice law in the State of Michigan?  
☐ Yes   ☐ No
- \* 2. If you are licensed to practice law in the State of Michigan, please state the month/year of your admission to practice. If no, state the month/year in which you anticipate being admitted to practice.
- \* 3. Have you ever been suspended from the practice of law in the State of Michigan?  
☐ Yes   ☐ No
- \* 4. If you answered yes to the previous question, please explain. If no, write N/A.
- \* 5. Have you ever been subject to discipline by the State Bar of Michigan?  
☐ Yes   ☐ No
- \* 6. If you answered yes to the previous question, please explain. If no, write N/A.
- \* 7. List the state and/or federal courts in which you are licensed to practice law or have been admitted to the bar. Write N/A if it does not apply to you.
- \* 8. Do you have any criminal prosecution or defense experience?  
☐ Yes   ☐ No
- \* 9. If you do have criminal prosecution or defense experience, please indicate years of experience.
  - ☐ 0 - 1 year
  - ☐ 2 - 3 years
  - ☐ 4 - 6 years
  - ☐ 7+ years
  - ☐ No experience
- \* 10. Do you have any civil litigation experience?  
☐ Yes   ☐ No
- \* 11. If you do have civil litigation experience, please indicate years of experience.
  - ☐ 0 - 1 year
  - ☐ 2 - 3 years
  - ☐ 4 - 6 years

☐ 7+ years

☐ No experience

\* Required Question